

FOOD ESTABLISHMENT PLAN REVIEW APPLICATION

For Class 2, 3, & 4 Food Service Establishments

Plan Review Cost: Class 2 \$100 - Class 3 & 4 \$200



ENVIRONMENTAL HEALTH DIVISION 131 COVENTRY STREET HARTFORD, CT 06112 (860) 757-4760 PHONE (860) 722-6677 FAX

RAUL PINOActing Director

NEW	REMODEL	ALTERATION	CHANGE OF OWNERSHIP
Name of Establishment:			
Establishment's Address	s:		
Phone (if available):			
Name of Owner or Own	er's Representative:		
Mailing Address:			
Telephone:			
Applicant's Name and R	Relationship to Owner (self,	manager, architect, kitchen o	lesigner, etc.):
Mailing Address:			
Telephone:			
Please note the dates that p	plans have been submitted to the	ne following agencies:	
Zoning Department			

Hours Opera	ntion:						
Sun	Mon	Tue	Wed	Thu	Fri _		Sat
Number of Sea	its:						
Number of Sta (Maximum per		ı				T	
Served: (appro	ber of Meals to ximate number)			Lunch		Dinner _	
COOKING T Steaming Smoking Boiling Brazing	I	Blanching _ Stewing _ Sautéing _ Pan Frying _	Roasting Bar-B-Que Baking Roasting	Broilin Grillin Deep I	ng g Frying		
Type of Serv	ice:				(chec	ck all that	t apply)
Hot Foods Onl	y						
Cold Foods Or	nly						
Hot & Cold Fo	oods						
Commercially	Pre-packaged F	oods					
Sit Down Mea	ls						
Take Out							
Off-Site Cateri	ng						
Mobile Food U	Jnit						
Push Cart							
Customer Self-	-Service						
Other (describe	e)						
Single Service	Utensils Only						
Multi-Use Uter	nsil Service Onl	у					
Both Multi-Us	e and Single Ser	vice Utensils					

The following documents <u>must</u> be enclosed for review:

Proposed **menu** items or complete listing of food and beverages to be served

Plan of facility drawn to scale (**minimum** $\frac{1}{4}$ " = 1') showing location of equipment, counters, plumbing, mechanical, ventilation, and the location of all electrical panels

Manufacturer **specification sheets** for each piece of equipment shown on plans

Site plan showing location of business: including location of building on site, driveways, streets, and any structure outside the main building (dumpster, walk-ins, storage sheds, etc.)

Other items required for review and construction
Completed finish schedules for each room including floors, walls, ceilings, coved juncture bases, counters, tables, etc. must be submitted.
Auxiliary areas such as storage rooms, garbage rooms, toilets, basements and/or cellars used for storage or food preparation must be represented on the plan. Dressing rooms, locker area, employees' belonging storage areas, and/or coat racks must be identified.
To permit thorough cleaning, all items stored in rooms where food or single-service items are stored shall be at least 12 inches above the floor when placed on stationary storage units or 6 inches above the floor when placed on lockable casters.
The location of the floor drains, floor sinks, and water supply lines, overhead waste water lines, hot water lines, hot water generating equipment (with capacity and recovery rate), backflow prevention, and waste water line connections must be identified.
The use of all sinks must be identified on the plans (i.e. hand wash sinks, food preparation sinks, utensil washing sinks).
The source of the water supply and the method of sewage disposal must be identified.
A mop sinks or mop basin with facilities for hanging wet mops and storage of mop buckets must be identified. The areas for storing toxic chemicals must be identified.
Grease traps and/or grease interceptor locations and capacities must be submitted. Grease storage containers and storage locations must be identified.
Lighting must meet Code standards: A. Food contact surfaces = 50 foot candles (540 lux) B. Utensil washing area = 50 foot candles (540 lux) C. All other area = 10 foot candles (110 lux) Note: Lighting in utensil washing areas and on food contact surfaces shall be measured at 30 inches above the floor and/or at the work levels
Note: Light bulbs in food preparation, storage, and display areas where the food items are open or exposed

must be shatterproof or shielded to preclude the possibility of broken bulbs or lamps falling into food.

	FOOD PREPARATION REVIEW					
Check ALL categories of Potentially Hazardous Food (PHF) that will be handled, prepared, or served.						
	CATEGORY	YES	NO			
Thin meats, po	ultry, fish, eggs, (hamburgers, chicken breasts, sandwich meats, fish filet, etc)					
Thick meats, w						
Hot processed	foods (soups, stews, chowders, meatballs, casseroles, etc)					
Bakery goods (pies, custards, creams, etc)					
Other (describe	·):					
FOOD SUPP	LIES					
	All food must be from inspected and approved sources.					
	Identify the food supplier(s) and the frequency of deliveries:					
COLD STOR	RAGE					
	Adequate and approved freezer and refrigeration space must be available to 0° F and below, and refrigerated foods at 45° F and below.	store frozen	foods at			
	Provide the method used to calculate cold storage requirements:					
	Provide total square footage of space dedicated to walk-in cold storage.					
	Provide total square footage of space dedicated to reach-in cold storage					

	Will raw meats, poultry and seafood be stored in the same refrigerators and						ES	NO
	freezer w	freezer with cooked/ready-to-eat foods?						
	If yes, ho	yes, how will cross-contamination be prevented?						
	Each refr	igerator mus	st have a thermo	ometer.				
	Number of	of refrigerati	on units:		Number of freezer u	nits:		
THAWING								
Please indicate thawed. More				now potentially h	azardous foods (PHF) in each c	atego:	ry will be
THAWING PROCESS		THICK IEATS	THIN MEATS	FISH SEAFOOD	POULTRY PRODUCTS	COLD FOODS		BAKED GOODS
In a Refrigerate	or							
Submerged in Running Water Less than 70°F								
Cooked from a Frozen State								
Microwave as pof the cooking process	part							
Other (describe	e):							
· · · · · · · · · · · · · · · · · · ·								
COOKING I	PROCESS	S:						
	assuring		and maintenand		ed and be readily acc mperatures. Tempera			

	Identify which type and how ma					
Minimum cool	king time and temperature of pr	oduct utilizing convection and	conduction heating equipment:			
FOOD PRODUCT	MINIMUM COOKING TIMES AND TEMPERATURES	FOOD PRODUCT	MINIMUM COOKING TIMES AND TEMPERATURES			
Beef roast	130°F (121 min)	Comminuted meats	155°F (15 sec)			
Seafood	145°F (15 sec)	Poultry	165°F (15 sec)			
Pork	145°F (15 sec)	Stuffed PHF	165°F (15 sec)			
Eggs	145°F (15 sec)	Other PHF	145°F (15 sec)			
HOT HOLDI	ING					
How and where will hot PHF (potentially hazardous foods) be maintained at 140°F or above during holding for service? Indicate type and number of hot holding units.						
COOLING						
	by checking the appropriate box(e n 2 hours and from 70°F to 45°F i		ous foods) will be cooled from			

COOLING PROCESS	THICK MEATS	THIN MEATS	FISH SEAFOOD	POULTRY PRODUCTS	HOT FOODS	BAKED GOODS
Shallow Pans in						
the Refrigerators	_					
Ice Baths						
Stirring with Iced						
Chill Sticks						
Mechanical Rapid Chill Equipment						
Other (Describe)		<u> </u>	<u>l</u>	<u> </u>		
Other (Describe)						
FOOD PREPARA	ATION					
			_			
P.	lease list all food	d items prepa	red more than	12 hours in advar	ice of service.	
-						
-						
ca	annot be submerge	ed in sinks or	put through a dis	nter tops and other hwasher be cleane	d and sanitized?	rfaces which Please
_						
H	ow will ingredien andwiches be pre-	its for cold rea chilled before	dy-to-eat foods s mixing or assen	such as tuna, mayo ably?	nnaise and eggs	for salads and

The following questions deal with the food preparation procedures for your facility. Food preparation procedures are needed to obtain information about how the food will be prepared and to help determine if adequate facilities are available for the safe preparation of food. Food preparation procedures should consider the types of foods prepared, times of day when the food is prepared, and which equipment, surfaces, and utensils are used for food preparation in the facility.

PRODUCE			
	Will produce be washed or rinsed prior to use?	YES	NO
	Is there a designated location that will be used for washing or rinsing produce?		NO
	Will this area be used for other operations (i.e. utensil washing)?	YES	NO
	Please indicate the location of the produce WASHING area(s) and describ be used to wash the produce. Include the time of day this area will be used washing or rinsing the produce at this location:		
	Please describe the produce PREPARATION procedures (cutting, chopping indicate the location of the equipment to support these operations. The preshould include the menu items in which the produce will be used and the tito of preparation for the produce at this location:	paration proc	edures
SEAFOOD			
SEAFOOD	Will raw seafood be washed or rinsed prior to use?	YES	NO
	Is there a designated location that will be used for washing, rinsing, or thawing raw seafood?	YES	NO
		YES	NO
	Will this area be used for other operations (i.e. utensil or produce washing)?		

	Please indicate the location of the raw seafood WASHING area(s) and describe the procedures that will be used to wash the seafood. Include the time of day this area will be used and the frequency for washing or rinsing the seafood at this location:					
	Please describe the raw and cooked seafood PREPARATION proce chopping, slicing, etc.) and indicate the location of equipment to support The preparation procedures should include the menu items in which used and the time of day and frequency of preparation for the seafood	port these or the seafood	perations. will be			
POULTRY						
	Will raw poultry be washed or rinsed prior to use?	YES	NO			
	Is there an approved location used for washing, rinsing, or thawing poultry?	YES	NO			
	Will this area be used for other operations (i.e. utensil or produce washing)?	YES	NO			
	Please indicate the location of the raw poultry WASHING area(s) and desc will be used to wash the poultry. Include time of day this area will be used washing or rinsing the poultry at this location:					

	Please describe the raw and cooked poultry PREPARATION procedures (slicing, etc.) and indicate the location of equipment to support these operation procedures should include the menu items in which the poultry will be used	ions. The pre	paration
	frequency of preparation for the poultry at this location:		
RK &	RED MEATS	X/E/C	NO
	Will raw pork and raw red meats be washed or rinsed prior to use?	YES	NO
	Is there a designated location that will be used for washing, rinsing, or thawing raw pork and raw red meats?	YES	NO
	muving in poin and in its means.		
	Will this area be used for other operations (i.e. utensil or produce washing)?	YES	NO
	Will this area be used for other operations (i.e. utensil or produce washing)? Please indicate the location of the raw pork and red meats WASHING areas procedures that will be used to wash the pork and red meats. Include the time used and the frequency for washing or rinsing the pork and red meats at this leads to the content of the raw pork and red meats.	and describe e of day this a	the
	Please indicate the location of the raw pork and red meats WASHING areas procedures that will be used to wash the pork and red meats. Include the time	and describe e of day this a	the
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	Please indicate the location of the raw pork and red meats WASHING areas procedures that will be used to wash the pork and red meats. Include the time used and the frequency for washing or rinsing the pork and red meats at this leaves describe the raw and cooked pork and red meats PREPARATION preshopping, slicing, etc.) and indicate the location of equipment to support thes preparation procedures should include the menu items in which the pork and	and describe e of day this a location: ocedures (cut e operations, red meats wi	the area will ting, The ll be used
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	YES	NO
Is appropriate dry good storage space provided for based upon the menu, meals offered, frequency of deliveries, and items being stored?		
Provide information on the frequency of deliveries and the expected gross delivered for each item.	volume that w	vill be
Provide total square footage of space dedicated to dry storage	sq. ft.	
Where will single-service items be stored in the service location(s)?		
Will approved food storage containers be used to store bulk food products? Describe.	YES	NO
EL		
	YES	NO
Will disposable gloves and/or utensils and/or food grade paper be used to minimize direct hand contact of ready-to-eat foods?	YES	NO
Will disposable gloves and/or utensils and/or food grade paper be used to	od workers w	who are
Will disposable gloves and/or utensils and/or food grade paper be used to minimize direct hand contact of ready-to-eat foods? Your food establishment must have a policy to exclude or restrict foo with symptoms compatible with food borne illness (vomiting, diarrho	od workers w ea, nausea, s	vho are tomach
Will disposable gloves and/or utensils and/or food grade paper be used to minimize direct hand contact of ready-to-eat foods? Your food establishment must have a policy to exclude or restrict foo with symptoms compatible with food borne illness (vomiting, diarrhe cramps, high fever, jaundice) or have infected cuts and lesions.	od workers w ea, nausea, s	vho are tomach
	Provide information on the frequency of deliveries and the expected gross delivered for each item. Provide total square footage of space dedicated to dry storage Where will single-service items be stored in the service location(s)? Will approved food storage containers be used to store bulk food	Is appropriate dry good storage space provided for based upon the menu, meals offered, frequency of deliveries, and items being stored? Provide information on the frequency of deliveries and the expected gross volume that we delivered for each item. Provide total square footage of space dedicated to dry storage

	emplo	yed in a full-time, su	olishments are required apervisory position at the perators consider become	e establishment. It is	
	List th	e name(s) of the QF	O(s):		
	Identify	y the Alternate QFO(s)):		
		be the training that the g will be maintained:	QFO will provide to the	food workers and how	written records of
FINISH SCH	HEDUI	LE			
Applicants mueach area listed		-	quarry tile, stainless steel	, 6" plastic cove moldin	g, etc.) to be used in
AREA		FLOOR	BASE (FLOOR/WALL JUNCTURE)	WALLS	CEILING
Kitchen/ Cooking Are	ea				
Bar					
Food Storage					
Other Storage	2				

Toilet Rooms				
Dressing Rooms				
Garbage & Refuse Storage				
Mop Service Area				
Basement:				
Other:				
Other:				
Out.				
Other:				
Other.				
Other:				
Identify the finishes of the counters, cabinets, storage shelves, tables, etc.:				
	·			
Utility service lines and pipes shall not be unnecessarily exposed along walls and floor PLUMBING: Horizontal utility service lines and pipes shall not be installed on the floor.	rs.			
Applicants must identify the type of plumbing connections that will be used on the drains for the fixtures listed below.				
INDIRECT WASTE FI	XTURES			
	H DIRECT VASTE			
	NECTIONS			
Dishwasher				
Distiwasher				
Ice machine				

Utensil/pot wash sinks				
Steam tables				
Dipper wells				
Refrigeration				
Potato peeler				
Other:				
Other:				
Other:				
If floor drains are not shown on plans	, please indicate loc	ations:		
Applicants must identify the type of b listed below:	packflow prevention	to be used for the	water supply to each	h plumbing fixture
Plumbing Fixture	Backflow Pre	vention Device	Ai	r Gap
Hose Connections				
Soda Carbonation System				
Chemical Dilution System				
Water Supply for Garbage Grinders				
Water Fill for Soda Guns				
Dipper wells				
Other:				
Other:				

DISHWASHING FACILITIES A three-compartment sink shall be provided and used whenever washing, rinsing, and sanitization of equipment and utensils are conducted. Size of sink compartments Drain board sizes What size sink will be Number of Sinks Length Width Depth Right Left used for ware washing? Three compartment sink Four compartment sink YES NO Does the largest pot, pan, utensil, or container fit into each compartment of the three-compartment sink? What type of sanitizer will be used? Quaternary Ammonium _____ Iodine _____ Chlorine _____ Hot water Other: Other: Identify the Manufacturer, Make, and Model of the Mechanical N/A Dishwasher if one will be used: Type of sanitization used:_ Test Kits: Chemical type: Hot water (180°F-194°F): _____ Identify the capacity of the booster heater: **YES** NO Will ventilation be provided over the dishwasher? All dish machines must have templates with operating instructions. All dish machines must have accurate temperature and pressure gauges. YES NO Will thermometers, test papers and/or test kits be available for checking sanitizer concentrations at the three-compartment sink and dishwasher? Is appropriate air drying space available for the air drying of all washed YES NO utensils with the use of drain boards, wall or overhead shelves, stationary or portable racks?

	Please describe the type and location of the air drying space for the cleaned items:			
	Provide the total square footage of shelf space dedicated to air of	drying		sq. ft.
WATER SU	PPLY			
	Will ice be made on premises or purchased commercially? Please specify:			
	Describe provision for ice scoop storage:			
	Identify the location and capacity of the hot water heater. (application.)	See worksh	eet at the er	nd of this
INSECT AN	ID RODENT CONTROL			
APPLICANT	: Please check appropriated boxes.	YES	NO	N/A
	Will all outside doors be self-closing and have rodent proof flashing/weather stripping?			
	How will fly protection be provided on all outside entrance	es?		
	Screen Doors			
	Air Curtain			
	Other:			
	Identify the type of fly protection that will be provided on all operable windows.	YES	NO	N/A
	Minimum #16 mesh screening?			
	Air Curtains			
	Self-Closing Devices			

	Will all pipe penetrations, beverage chases & electrical conduit chases be sealed; ventilation systems exhaust and intakes protected?			
GARBAG	E AND REFUSE			
Inside				
	Will all garbage containers have lids?	YES	NO	N/A
	Will refuse be stored inside? If so, where?	YES	NO	N/A
Outside				
	Will the area around premises be maintained clear of unnecessary brush, litter, boxes and other vermin harborage?	YES	NO	N/A
	Will a dumpster be used?	YES	NO	N/A
	Number Size Freque	ncy of pickup)	
	Where will the dumpster be located?			
	Identify the Waste Hauler that will be used:			
	Will do to to to to to to to		YES	NO
	Will the dumpster be cleaned on site? If the dumpster is cleaned on site, the wastewater from the discharge to the sanitary sewer system.	cleaning ope	eration mus	<u> </u> st
	Will the dumpster be cleaned by an off-site contracted cleanin	g service?	YES	NO
	If YES, please provide name and address of the firm contracte		rice.	
	Will a compactor be used?	YES	NO	N/A
	Number Size Frequency of Contractor:	pickup		
	Where will the compactor be located?			
		YES	NO	N/A

	Will the compactor be cleaned on site?			
	If the compactor is cleaned on site, the wastewater from the discharge to the sanitary sewer system.	cleaning ope	eration mus	t
	Will the compactor be cleaned by an off-site contracted cleaning	service?	YES	NO
	If YES, please provide the name and address of the firm contract	ed for this s	ervice.	
	Describe the surface and location where the dumpster/compactor	/barrels will	be stored:	
			YES	NO
	Will trash barrels be stored outside?			
	If YES, please describe their locations:			
	Specify the type and location of cooking grease waste storage red	ceptacles:		
	Will there be an area to store recycled containers? Describe:	YES	NO	N/A
	Identify the location(s) and size(s) of the grease trap(s):			
MOP CLEAN	NING FACILITIES			
	Will a separate mop basin be provided?		YES	NO
	If YES, please describe the facility for cleaning mops and other in	naintenance	equipment:	
		·		

		YE	ES	NO
	Will there be hand-washing sinks in the food preparation, food dispensing, and ware washing areas?			
		YF	ES	NO
	Will all hand-washing sinks have mixing valves or combination faucets?			
	Will self-closing metering faucets provide a flow of water for at least 15 seconds without the need to reactive the faucet?	YE	ES	NO
	Will soap dispensers be available at all hand washing sinks?	YE	ES	NO
	Will hand drying facilities (paper towels, air blower, etc.) and waste receptacles be available at all hand washing sinks and in each restroom?	YF	ES	NO
	Will toilet rooms have operable, screened windows or mechanical exhaust systems for ventilation?	YE	S	NO
	Will all toilet room doors be self-closing?	YE	ES	NO
SEWAGE	E DISPOSAL			
	Will the building be connected to a municipal sewer?	YE	ES	NO
	If YES – HAS MDC been notified concerning grease trap? 860-278-7850	YES	NO	PENDI
	Name of Contact at MDC			
DRESSIN				
DRESSIN	Name of Contact at MDC	YES	N	O N
DRESSIN	Name of Contact at MDC			
	Name of Contact at MDC			
	Name of Contact at MDC IG ROOMS Will separate dressing rooms be provided? Describe the storage facilities for employees' personal belongings (i.e.,	purses,	coats,	boots,
	Name of Contact at MDC		coats,	

	cleaning and sanitizing agents?		
	Please describe the location of all toxic item storage—including areas in areas where "in-use" chemicals will be stored:	the food prep	paration
	Will all containers of toxic/cleaning material, including sanitizing	YES	NO
	spray bottles, be clearly labeled?		
OTHER		YES	NO
	Will a laundry washer and dryer be available on the premises?	I ES	NO
	If YES, what items will be laundered?		
	If YES, please identify their locations and time of day they will be used:	:	
	Identify the location of dirty linen storage:		
		VEC	NO
	Will there be a basement space available for this food establishment?	YES	NO
	If YES, what activities (food preparation, storage, etc.) will take place in	n the basemen	t?

STATEMENT: I hereby certify that the above information is correct. I fully understand that any deviation from the above without prior approval from the Environmental Health Division is prohibited.
Signature(s)
Owner(s) or Responsible Representative(s)
Date:
Approval of these plans and specifications by the Environmental Health Division does not indicate compliance with any other code, law or regulation that may be required – federal, state, or local. It further does not constitute endorsement or acceptance of the completed establishment (structure or equipment). (A pre-opening inspection of the establishment with equipment in place and operational will be necessary to determine if it complies with the local and state laws governing food service establishments).

Hot Water Heater Size and Capacity HOT WATER HEATER CALCULATION WORKSHEET **SIZE EQUIPMENT QUANTITY TIMES GPH EQUALS** (In inches) One-comp. Sink \mathbf{X} __by__by__ = See note #4 Two-comp. Sink X __by__by__ See note #4 Three-comp. Sink X __ by__by __ See note #4 Four-comp. Sink X __by__by__ = See note #4 One-comp. Prep sink X 5 GPH = Two-comp. Prep sink X 10 GPH = Three-comp. Prep sink X 15 GPH =Three-comp. Bar Sink X __by__by__ = See note #4 Four comp. Bar Sink \mathbf{X} _by__by_ X 5 GPH Hand sink Pre-rinse X 45 GPH = Can wash X 10 GPH 5 GPH Mop sink X X **Dish machine Note #1 **Cloth Washer X Note #2 X **Hose reels Note #3 = Other equipment X Other equipment \mathbf{X} X Other equipment Total 140°F GPH (gallons per hour) Recovery Requirements Total => Note - 140°F Hot water heaters are to be sized at the 140°F GPH recovery required at a temperature rise of 100°F.

Note #1	Dishwasher (_	gals/hr. FINAL RINSE x 70%)		
Note #2	A. Limited Us	Cloth Washer Calculation A. Limited Use/Cloth washer used one to two times per day; beginning or ending of day Operation GPH = 60 GPH x 25%.		
		B. Intermediate Use/Cloth washer used three to four times per day; GPH = 60 GPH x 45%.		
	C. Heavy Use	C. Heavy Use/Cloth washer used once every two hours; GPH = 60 GPH x 80%.		
	D. Continuous Use/Cloth washer used every hour; GPH = 60 x 100%.			
Note #3	Hose reels @ 2	Hose reels @ 20 GPH for first reel & 10 GPH for each additional reel.		
Note #4 – GPH Requirements for sink GPH = (Sink s		GPH = (Sink size in cu. in. x 7.5 gal./cu.ft. x # compartments x .75 capacity) (1,728 cu.in/cu.ft.)		
Short version for above		GPH = Sink size in cu. in. x # compartments x .003255/cu. in. Example – 24"x24"x14" x 3 compartments x .003255 = 79 GPH		
Water heater s	Water heater storage capacity. (Gallons Storage)			
Water heater recovery rate in gallons per hour at a 100°F temperature rise. (Gallons per hour)				